



Department of Administration
State Human Resources Division
P.O. Box 200127
Helena, Montana 59620-0127

**2011 STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN
FEDERATION'S AFFILIATE NON-PROFIT
APPLICATION AND AGREEMENT
(return to your non-profit federation)**

The assigned SECGC organization code: _____

Organization's name: (as it will appear in the donor guide)		
Organization's legal name, if different. Provide ABN or DBA authorization.		
Federation's name:		
Organization's Federal EIN number:		
Organization's information for giving guide		
	Mailing Address:	
	City, State, Zip	
	Organization Phone:	
	Email:	
	Web Address:	
Contact person		
	Name:	
	Mailing Address:	
	City, State, Zip:	
	Daytime Phone:	
	Email:	
25 word description for the 2011 SECGC donor guide. Revise this if needed. If no description is listed here, please provide one or attach a separate sheet. Please do not include organizational name in this narrative.		

In return for the right to participate in the 2011 State Employees' Charitable Giving Campaign (SECGC), the Non-Profit Organization named in this Federation's Affiliate Application and Agreement certifies by signature at the bottom of this document that the organization meets the following terms and conditions:

1. Certifies that the non-profit meets all of the eligibility requirements listed in the 2011 Application Information for Federations and Their Affiliates, available from the federation or at the website at the bottom of this application, including:
 - a. Be in compliance with all federal, state and local laws and ordinances.
 - b. Account for its funds in accordance with generally accepted accounting principles (GAAP).
 - c. Use at least 70 percent of the funds raised from the campaign for the benefit of the people of Montana. If this is not the case, you must demonstrate in writing to the satisfaction of the Department of Administration and the Campaign Advisory Council that there is a substantial return or benefit to the people of the state.
 - d. Have an active Montana telephone number or website listed under the name of the organization.
 - e. Be directed by an active and responsible governing body whose members have no material conflict of interest and a majority of whom serve without compensation.
 - f. Conduct publicity and promotional activities based on its actual programs and operations, are truthful and non-deceptive, include all material facts and make no exaggerated or misleading claims.
 - g. Use the funds contributed by state employees for its purposes described in campaign materials.
 - h. Have a written policy and procedure of nondiscrimination in regard to race, color, religion, national origin, disability, age marital status or sex for the purpose of service, employment, membership or leadership.
 - i. Not share or sell names or addresses of state employee donors to anyone.
2. Agrees to abide by all participation requirements, procedures and campaign guidelines; and
3. On the recommendation of the Campaign Advisory Council (CAC), authorizes the Department of Administration to acquire fiscal management services and program operations services on behalf of the non-profit for purposes of operating the campaign. The Financial Services Coordinator is responsible for paying campaign expenses approved by the CAC, receiving and verifying donations, allocating donations according to employee designations, and obtaining an independent audit. The Program Coordinator is responsible for activities associated with planning and carrying out the campaign, including preparation/distribution of materials, volunteer training, communications, etc.;
4. Agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense, arising in favor of your non-profit's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the non-profit and/or its agents, employees, subcontractors or its representatives under this contract, all to the extent of the non-profit's negligence and to bring any litigation in the First Judicial District Court of Lewis and Clark County;
5. Agrees to pay its proportional share of the expenses incurred in conducting the 2011 SECGC, based upon its percentage share of the gross campaign receipts as designated by the employees contributing. The expense of managing the campaign will include all out-of-pocket costs associated with planning and conducting the campaign. This typically averages below 10%;
6. Verifies that the person signing this agreement is authorized to bind the non-profit to this agreement, has read and fully understands the 2011 Application Information, agrees to its terms, and has attached all required documents to this Application and Agreement; and
7. Provides with this application the following required documents for your organization to **your Federation:** (DO NOT send to SECGC if you intend to participate as an affiliated to the federation.)

- ❑ This entire signed Federation's Affiliate Application and Agreement Form;
- ❑ Copy of IRS letter that verifies your organization's current tax-exempt 501(c)(3) status with the IRS showing EIN, current organization name and address or the Act of Congress;
- ❑ Copy of the Montana Secretary of State's web page that shows your non-profit is currently registered to do business. Print and attach the page that shows the words "**Active Status**" and date "**Last AR Filed**" <http://app.mt.gov/bes>

I understand that failure to comply with the rules and regulations governing the SECGC, or the terms and conditions of this agreement, may result in suspension from the campaign without notice.

Signature and title

Date

Name of Organization

(return to your non-profit federation)

The application materials may also be downloaded at the following:
<http://hr.mt.gov/hrpp/programsadministered.mcp>